



PLANT
INDUSTRY

KD LUMBER COMPLIANCE AGREEMENT - SOP

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Wisconsin Department of Agriculture, Trade and Consumer Protection
Agricultural Resource Management Division - Plant Industry Bureau

<i>Revision History</i>		
Revision Date	Author/Title	Description of Changes
06/09/2015	Greg Helmbrecht	New document creation



1) Purpose (brief description of what this document is to archive and brief background)

This voluntary program helps to facilitate the inspection and movement of KD/HT lumber. Mills operating kilns for kiln drying (KD) and heat treatment (HT) can be certified so their KD wood, processed in Wisconsin, can be phytosanitary certified and exported for interstate and international movement. This document describes the steps performed to issue the KD Lumber Compliance Agreement (CA) for KD and HT lumber mills. During the compliance meeting, the Inspector will provide the business with the KD and HT requirements that need to be met in order for a CA to be issued.

2) Scope (define the audience who this document applies to)

The steps described in this document are to assist the Phytosanitary Program Manager and Inspectors in the KD Lumber CA process.

3) Prerequisites (outline information or equipment required – tools, software, documents, certifications)

a) Application Material

- i) The agency's I: drive contains all the KD Lumber CA Information located at:
<I:\darm\pi\PHYTOS\Inspections\KD Lumber CAs>
- ii) An MS Access DB houses the information for the KD mills and CA's located at:
<I:\darm\pi\PHYTOS\Inspections\KD Lumber CAs\Lumber KD CA database>.
- iii) All CAs are drafted using the Access DB through the form letter process. This form letter can be found at: <I:\darm\pi\PHYTOS\Inspections\KD Lumber CAs\KD Lumber CA - Final PPQ 519>
- iv) The current cover letter and blank application form is located at:
<I:\darm\pi\PHYTOS\Inspections\KD Lumber CAs\CA intro letter to Industry>
- v) The inspection protocols for our KD CA mills are located at:
<I:\darm\pi\PHYTOS\Inspections\KD Lumber CAs\APHIS PPQ Lumber Policies>

4) Responsibilities

- a) Updates or changes to PPQ FORM 519 - USDA APHIS PPQ
- b) Drafting and mailing the cover letter via email or mail – Program Manager
- c) Drafting the CA - Program Manager
- d) Scheduling the compliance meeting – Inspector
- e) Attending the compliance meeting and conducting the inspection – Inspector and Mill representative named in the CA

5) Procedure

- a) Request Received or New Exporting Mill Identified
 - i) When a mill or freight forwarder applies for a phytosanitary inspection/certification in the PCIT system, the ACO is notified what mill produced the KD lumber. If the producing mill does not currently possess a CA or exist in the Access DB, they will be sent a cover letter and given the opportunity to complete the CA process.



- ii) If the mill indicates that they wish to participate in the KD Lumber CA process, a CA draft will be issued and a compliance meeting/inspection scheduled by the assigned inspector.

b) Inspection

- i) Inspect:
 - (1) Kiln records of duration and temperatures (these records need to be complete and thorough)
 - (2) Milled KD lumber
 - (a) squared as to remove round surfaces
 - (b) moisture content 15% or less
 - (c) bark/wane 2% or less

c) Compliance Meeting

- i) Meeting with mill representative named in the CA
 - (1) Discussion covering:
 - (a) The CA
 - (b) Possible deficiencies in the inspection
 - (c) Kiln records
 - (d) Milled KD lumber inspection
 - (e) Questions
 - (2) Sign the Compliance Agreement

6) Additional Information

A. Historical Data

- 1) Everyone who holding a current CA or had one in previous years will be stored in a folder according to year at: I:\darm\pi\Compliance Agreements\Phyto\KD Lumber

B. Renewals

- 1) CA's expire annually, one year from the date issued.
- 2) Contact expiring CA holders 1-2 months prior to expiration with an renewal request and cover letter



Approvals

Title: KD LUMBER COMPLIANCE AGREEMENT SOP	
Author	
Name/Title:	
Signature:	
Date:	
Approver	
Name/Title:	
Signature:	
Date:	